App. F. IX-4

1934-35
(G.R.B.)

File No. 27-34

Previous References
C.R.B. 1-34-1

Serial Nos. 1

Later References.
Ser 27-39-6-7
Cons 8-41-2
Cons 10-41-10

P.19(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Feby 1935.

SUBJECT.

Supplemental Instructions with reference to the Revised Rules of Recruitment.

Sl) O.M. No. 6447-546 / Cons. 27-34. dated 23rd Feby 1935.

Issues ———.

WD 01965—GPB—15,000—7-7-34

To. All the Distt Officers.

Changaiah
14/3/1935

D. 40/12
CRB

General and Revenue Secretariat | File No. of 193 | [App. F. III–2

Serial No.

Submitted.

In connection with the C.R.B approved lists that are about to issue now, a set of clear instructions in regard to the procedure & the points to be observed, seems to be very necessary, (particularly as this is the first year of the Revised Rules & as some offices seem to have doubts in regard to the exact ~~[illegible]~~ procedure). The necessary forms for the Req^ns & for the report of the appt. made have also to be prescribed now.

The Member was also pleased to remark that this would be necessary

As per general instructions to me I have accordingly drafted a set of Specific instructions – (Supplementary & consolidated working instructions together with the forms), – Covering all the main points.

The draft is placed below & may be approved. (This will issue first before or along with the approved lists, & there will be uniformity of procedure & adherence to the Rules & the orders in this behalf).

I^st Member & Chairman CRB^d 7/2

Resubmitted for approval

I^st Member & Chairman CRB^d 15/2

Hon'ble Gen. Secy

Please keep up. This to me

(File received from the Member with his ^ns for resubmission after his return from leave)

Note-Contn. Sheet.

OFFICE OF THE
18 F
No 5902

File No. 40/6 of 193

General and Revenue Secretariat

Submitted in person to the Ist Member.
Draft revised by the Member.
Instructed to put up a clean draft as revised & to resubmit.
A
21/2

A fairdraft (typed) as revised is submitted for approval.
A
21/2

Ist member & Chairman CRB)

by
21/2

Issue
21.2.35.
KKA | 8/2
A
21/2

(2 typed copies to be put with file)
please
A

To be issued to the Secy before this a/c 22/2/35.

fair Copy with a press docket- ~~draft to the draft for printing~~ is put up for his approval & signature. Subs.
KK | See now please
A
22/2

21/2

To

The Unit Officers. C.M. no 6447-546-C.R.B 24-34-1, dt 23-2-35

Issues Supplemental Instructions with refce to the Revised Rules of Recruitment.

BRoy
25/2/35

No. /C.R.B.

The Central Recruitment Board,
Public Offices,
Dated, Bangalore, February 1935.

Draft.

OFFICIAL MEMORANDUM.

The attention of all the ~~Unit~~ Officers is invited to the Revised Rules of Recruitment, ~~governing the subordinate services of Government,~~ issued with G.O.No.6-105/C.R.B.1-34-1 dated 3rd July 1934, ~~and they are requested to see that all~~ appointments made by them hereafter, ~~are in strict conformity with the~~ Revised Rules and the orders issued in this behalf, and that the procedure prescribed therein is not departed from, in any case, without the previous sanction of Government, obtained through the ~~C.R.Bd.~~

2) ~~The approved lists of eligible candidates assigned to the several Units, in respect of certain kinds of appointments are now issuing under the Revised Rules,~~ The following supplemental instructions are issued ~~in this connection~~ for ~~information and~~ guidance:—

(1) The approved lists are only in respect of the kind and class of appointments, ~~expressly~~ specified in each list, and ~~are issued for each Unit separately. Each list forms a distinct series for the particular kind and class of appointments mentioned therein and is independent of the other series.~~ The names of the candidates in each list (General and Special), are mentioned in the relative order of preference for appointment, as determined by the C.R.Bd and approved by Government.

(2) As vacancies occur in the Unit in respect of any of those kinds of "lists" appointments, the appointment should, in each case, be made from only the approved lists for that series for the Unit, according to the relative order of mention, therein, of the names of candidates, in the proportion of one appointment from the General List to three in the Special List. The appointment in the General List should be only after

(3) Under the revised rules, all apptts are divided into 2 classes only, cl I carrying a pay of Rs 35 & above, & class II, carrying a pay of less than Rs 35/-, (with reference to the case of progressive apptts to the average pay as calculated under Art 77 M.S.R), & direct recrt Shs ordinarily be made only at the bottom of the Service in each class, ~~in the Dept~~. As each vacancy occurs in the Circle, for disposal from the approved lists in Sh? the first be determined to which class it belongs & whether it is one for (if it belongs to cl I) direct recrt or for promotion from class II.

In all vacancies of cl II, the direct recruitment Shall ordinarily be to the lowest post on the pay available in that class. For instance, if it is a vacancy of clerk carrying a pay of Rs 30, Seriatim promotions (Says, from Rs 25, 20 etc) for that class in the Supt service) as far as possible, may be made & the last clerical post in that class filled up from the lists.

In vacancies of cl I, a similar procedure Sh? be adopted in the case of the first & second vacancies, while, in the third or promotion vacancy, Seriatim promotions may be made in class II also, & the last post released in class II may be filled up by recruitment from the lists for class II. For instance, if it is a direct recrt vacancy of clerk on pay of Rs 80/-, Seriatim promotion arrangements may be made and the last clerical post in cl I filled by direct recrt from the list for that class. But if the last post happens to be a promotion vacancy, the promotion arrangements may be carried down to cl II, & the last clerical in superior service post available in cl II filled up from the lists for cl II.

appts
7 Members
21/2

three in the Special List and, to begin with, the first three appointments from the lists should be only from the Special List.

Note:--(1) In regard to appointments of Primary School Teachers in the Education Department, one (i.e., the third) out of every 3 appointments may be made from the general list: (vide G.O. No. 6056-71/CAB 26-34-1, dt. 14th Dec 1939.)

(2) In only those Departments in respect of which previous sanction of Government has been taken for making only 2 appointments from the Special List for one in the General List, (Vide exception 1 to Rule 20), the third out of every three appointments may be made from the General List.

(c) As, under the Revised Rules, all appointments are divided into two classes only, Class I, carrying a pay of Rs.35 and above, and Class II, carrying a pay of less than Rs.35 (with reference, in the case of progressive appointments, to the average pay as calculated under Article 77 M.S.R.), the class of the appointment that falls vacant and is to be filled up from the approved lists should first be determined.

(d) As direct recruitment should ordinarily be made only at the bottom of service in each Class (I or II), in the Department, (vide Rule 11) and as every third vacancy in Class I should be set apart for promotion to the officials already in Service in Class II, ~~and eligible for promotion~~, the recruitment from the approved lists ~~be~~ should be only to the post in the lowest pay available (a) in Class II, in all Class II vacancies, (b) in Class I in every first and second vacancies of Class I, and (c) in Class II in every third vacancy in Class I, necessary seriatim promotion arrangements being made for the intervening posts.

(4) All vacancies of any of the series of the ~~"lists"~~ which lists are issued appointments, whatever their duration, even though of less than 3 months ~~duration~~, should be dealt with, from the approved lists for that Series, if it is proposed to make an

appointment in any vacancy.

(5)(4) Temporary arrangements, if any, made from 1st July 1934, pending issue of the approved lists of candidates should cease immediately after the receipt of the approved lists, and all the appointments to be made in their places should be from the approved lists.

(6)(5) When, for any vacancy to be filled up from the Special List, there is no non-Brahmin candidate available in the ~~List~~ list the Unit Officers should not automatically select and appoint the next Brahmin candidate from the General List, but should, in each such case, make a separate reference to the C.R.Bd for instructions.

(7)(6) Before a candidate is actually appointed to a post, the appointing officer should duly verify the qualifications and other particulars given in his application (that is sent with the approved lists) by examining his certificates and references. (Rule 21) If the qualifications or any other material particulars, given by him are found incorrect or false, ~~the appointment may be stayed, and~~ the case must be reported with the candidate's explanation, ~~for necessary action and orders.~~

(8)(7) For the registration and classification of vacancies in respect of the appointments to be made from the approved lists, a Register should be maintained in each Unit Office in the revised form, prescribed and herewith appended as Annexure I. A separate register in this form may be kept for each kind of ~~the "Lists"~~ appointments, ~~in the Unit~~ which lists are issued.

(9)(8) There will be no separate A or B statement in respect of the ~~"Lists"~~ appointments which lists are issued, but only a combined Statement (F) ~~A B~~ (in the form prescribed and appended herewith as Annexure II), for the report of the occurrence of the vacancies and the appointment thereto. The report in this ~~"A B"~~ (F) statement should be sent promptly by the Unit Officer to the Central Recruitment Board. A separate ~~"A B"~~ (F) statement should be furnished for each of the appointments made.

P.T.O.

(10) Every recruited candidate should, to start with, be appointed only on probation, in the Unit, and should, on the cessation of the temporary or acting vacancy in which he is appointed, be, as far as possible, continued (the recruit last appointed in the same class and series of appointments being, if found necessary, disturbed) and provided in other vacancies of the same class and series occurring in the Unit, till he is finally absorbed.

(11) The approved lists that are now issuing will remain in force until further orders.

(12) In respect of all other appointments i.e., appointments other than those for which approved lists are issued, the existing mode of disposal by advertisement in the Gazette through the C.R.Bd will continue. Each such vacancy should, therefore, be duly registered in the Unit Office in the present prescribed Register, classified as per Rules and reported in the "A" statement (in the prescribed form as at present) to the C.R.Bd, which will then advertise it in the Gazette and forward the applications of eligible candidates to the appointing officer for disposal as per rules and instructions in that behalf, and for report of the appointment in the "B" statement (in the prescribed form as at present). There will be no separate registration and classification of permanent and temporary vacancies, in respect of these appointments. For all appointments, (permanent and temporary), there will be one Vacancy Register (in the present prescribed form) for the Executive Services, and one for the Ministerial Service.

(13) No appointment in contravention of the Rules and Orders should be made in anticipation of sanction under any circumstance.

By order,

Secretary, Central Recruitment Board.

To-All the Unit Officers.

No. /C.R.B. The Central Recruitment Board,
Public Offices,
Dated, Bangalore, Feoruary 1935.

(Withdrawn as revised by the Member)

Three Copies please.

OFFICIAL MEMORANDUM.

With reference to the revised rules of recruitment, issued with G.O.No.6-105/C.R.B.1-34-1 dated 3rd July 1934, the following supplemental instructions are issued for the guidance of all officers empowered to make appointments to the public service:—

(1) The approved lists, issued from time to time under Rule 15, are issued for each "unit" separately and are only in respect of the kind and class of appointments specified in each such list. Names included in the approved list for any one kind of appointment are not to be taken into consideration for vacancies in another kind of appointment. For instance, appointments of Typists or Revenue Inspectors should not be made from the approved lists for clerks & accountants &c., or vice versa.

(2) Appointments should be made strictly in the relative order in which the names of the approved candidates are entered in the lists:(Rule 20). If any person so appointed does not accept the post, or is, for any reason, found to be ineligible, the appointment should be offered to the candidate next in the same list. After three appointments are made from the "special" list (of candidates of backward communities) one appointment should be made from the "general" list. This is subject to Exception 1 to Rule 20.

Note.--When it is found that, in any department, the conditions for giving effect to the above "Exception" are satisfied, the specific orders of Government in this behalf should be obtained.

(3) Under the revised rules, all appointments are

divided into two classes only, (Rule 5) class I, carrying a pay of Rs.35/- and above, and class II carrying a pay of less than Rs.35/- (with reference, in the case of progressive appointments to the average pay as calculated under Article 77 M.S.R.), and direct recruitment should ordinarily be made only at the bottom of the service in each class. (Rule 11) As each vacancy occurs in the unit, ~~for disposal from the approved lists~~, it should first be determined to which class it belongs and, if it belongs to class I, whether it is one for direct recruitment or for promotion from class II.

In all vacancies of class II, ~~the~~ direct recruitment should ordinarily be to the post on the lowest pay available in that class. (Rule 11) For instance, if it is a vacancy of ~~class~~ clerk carrying a pay of Rs.50, seriatim promotions possible (say from Rs.25, 20 &c.,) may be made and the last clerical post in that class (in the superior service) filled up from the lists for that class.

In vacancies of class I, a similar procedure should be adopted in the case of the first and second vacancies, while, in the third or "promotion" vacancy, seriatim promotions may be made in class II also, and the last post released in class II ~~may~~ Rmed be filled up by recruitment from the lists for class II. For instance, if it is a direct recruitment vacancy of clerk on a pay of Rs.80/- seriatim promotion arrangements may be made and the last clerical post in class I filled by recruitment from the list for that class. But, if it happens to be a "promotion" vacancy, the promotion arrangements may be carried down to class II, and the last clerical post in superior service available in class II filled up from the list for class II.

(4) All vacancies of any of the series of the appointments for which lists are issued, whatever their duration, even though of less than three months, should be ~~dealt with~~ filled up

from the approved lists for that series, if it is proposed to make an appointment in any vacancy.

(5). Temporary arrangements, if any, made from 1st July 1934, pending issue of the approved lists of candidates should cease immediately after the receipt of the approved lists, and all the appointments to be made in their places should be from the approved lists.

(6) When, for any vacancy to be filled up from the special" list, there is no non-Brahmin candidate available in that list, the unit officers should not automatically select and appoint the next Brahmin candidate from the general" list, but should, in each such case, make a separate reference to the C.R.Bd for instructions.

(7) Before a candidate is actually appointed to a post, the appointing officer should duly verify the qualifications and other particulars given in his application (that is sent with the approved list), by examining his certificates and references;(Rule 20). If the qualifications or any other material particulars, given by him are found incorrect or false, the case may be reported to the Central Recruitment Board with the candidate's explanation.

(8) For the registration and classification of vacancies in respect of the appointments to be made from the approved lists, a register should be maintained in each unit office in the revised form, prescribed and herewith appended as annexure I. A separate register in this form may be kept for each kind of appointments, for which lists are issued.

(9) There will be no separate A or B statement in respect of the appointments for which lists are issued, but only a combined statement (E) (in the form prescribed and appended herewith as annexure II), for the report of

the occurrence of the vacancies and the appointment thereto. The report in this "E" statement should be sent promptly by the Unit Officer to the C.R.Bd. A separate "E" statement should be furnished for each of the appointments made.

(10) Every recruited candidate should, to start with, be appointed only on probation, ~~in the unit~~, and should, on the cessation of the temporary or acting vacancy in which he is appointed, be, as far as possible, ~~continued~~, (~~the~~ recruit~~s~~ ~~last~~ appointed in the same class and series of appointments being, if ~~found necessary~~, ~~disturbed~~), and provided in other vacancies of the same class and series occurring in the unit, till he is finally absorbed.

(11) The approved lists that are now ~~issuing~~ will remain in force until they are revised.

(12) In respect of all other appointments, i.e., appointments other than those for which approved lists are issued, the existing mode of disposal by advertisement in the Gazette through the C.R.Bd will continue. Each such vacancy should, therefore, be duly registered in the Unit Office in the present prescribed register, classified as per rules and reported in the "A" statement (in the prescribed form as at present) to the C.R.Bd, which will then advertise it in the Gazette and forward the applications of eligible candidates to the appointing officer for disposal, ~~as per rules and instructions in that behalf~~, and for report of the appointment in the "B" statement (in the prescribed form as at present). There will be no separate registration and classification of permanent and temporary vacancies, in respect of these appointments. For all appointments, (permanent and temporary), there will be one vacancy register (in the present prescribed form) for the executive services, and one for the ministerial service.

P.T.O.

(13) No appointment in contravention of the rules and orders should be made in anticipation of sanction under any circumstance.

By order,

Secretary,
Central Recruitment Board.

To--All the Unit Officers.

Annexure I.

Register of vacancies in the Unit Office of ..... in respect of appointments which are to be made from the approved C.R.B. lists of eligible candidates.

Kind of appointments.....

Class (I or II).....

Serial Number	Date of vacancy.	Designation and pay and class (I or II) of the appointment fallen vacant.	Date on which the report of vacancy was received in the Unit Office.	Duration of the vacancy.	Whether the appointment is to be filled up by promotion or by direct recruitment. In the former case, particulars of two previous vacancies made available for direct recruitment in the same class and series together with particulars of candidates appointed there from the approved C.R.B.lists	Designation and pay of the consequential appointment to be thrown open for direct recruitment.	Whether the vacancy is one to be filled up from the approved C.R.B. General or special list. In the former case, the particulars of the three appointments made from the approved Special list, immediately prior to the occurrence of the vacancy in this series.	Number and date of appointment order.	Name of the candidate appointed, caste, qualifications and the serial number in the approved C.R.B. list for this series.	Number and date of the report of appointment in the ~~A.G.~~ statement to the C.R.B.	Whether any objection was taken or enquiry made by the C.R.B.Office in respect of appointment made in the vacancy (No.and date of communication from the C.R.B. to be noted as also the result or disposal of such objection.)	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

Annexure II,
Statement E.

Statement showing the particulars of (i) the vacancy that has occurred and (ii) the appointment made thereto from the approved C.R.B. lists, in the unit office of .....

Kind of appointments .....
Class of appointments (I and or II)

	1	Sl. No. in the concerned vacancy register for this series.
	2	Date of vacancy.
	3	Designation and pay and class(I or II) of the appointment that has fallen vacant and the name of the Office in which the vacancy has occurred.
	4	Date on which the report of vacancy was received in the Unit Office.
	5	Duration of the vacancy
	6	Whether the appointment is filled up by promotion or by direct recruitment In the cormer case, particulars of two previous vacancies made available for direct recruitment in the same class and series of appointments together with particulars of candidates appointed therefrom the approved C.R.B.Lists.
	7	Designation and pay of consequential appointment made by direct recruitment from the approved C.R.B. lists.
	8	Whether the vacancy is one to be filled up from the approved C.R.B. General or Special list. In the former case, particulars of the three appointments made from the approved special list immediately prior to the occurrence of the vacancy in this series should be noted.
	9	No. &.date of the appointment order.
	10	Name of the candidate appointed caste, qualification and the serial number in the approved C.R.B. list for this series.
	11	Remarks.

S.O.

Government of his highness the Maharaja of Mysore.

THE CENTRAL RECRUITMENT BOARD, PUBLIC OFFICES.

O. M. No. 6447-546—C. R. B. 27-34-1, dated 23rd February 1935.

Supplemental Instructions.

Issues —— with reference to the Revised Rules of Recruitment.

OFFICIAL MEMORANDUM.

O. M. No. 6447-546—C. R. B. 27-34-1, DATED BANGALORE, THE 23RD FEBRUARY 1935.

With reference to the revised rules of recruitment, issued with G. O. No. 6-105—C. R. B. 1-34-1, dated 3rd July 1934, the following supplemental instructions are issued for the guidance of all officers empowered to make appointments to the public service :—

(1) The approved lists, issued from time to time under Rule 15, are issued for each "Unit" separately and are only in respect of the kind and class of appointments specified in each such list. Names included in the approved list for any one kind of appointment are not to be taken into consideration for vacancies in another kind of appointment. For instance, appointments of typists or revenue inspectors should not be made from the approved lists for clerks and accountants, etc., or *vice versa*.

(2) Appointments should be made strictly in the relative order in which the names of the approved candidates are entered in the lists: (Rule 20). If any person so appointed does not accept the post, or is, for any reason, found to be ineligible, the appointment should be offered to the candidate next in the same list. After three appointments are made from the "Special" list (of candidates of backward communities) one appointment should be made from the "General" list. This is subject to Exception 1 to Rule 20.

Note.—When it is found that, in any Department, the conditions for giving effect to the above "Exception" are satisfied, the specific orders of Government in this behalf should be obtained.

(3) Under the revised rules, all appointments are divided into two classes only —(Rule 5) class I, carrying a pay of Rs. 35 and above, and class II, carrying a pay of less than Rs. 35 (with reference, in the case of progressive appointments, to the average pay as calculated under Article 77, M. S. R.), and direct recruitment should ordinarily be made only at the bottom of the service in each class: (Rule 11). As each vacancy occurs in the Unit, it should first be determined to which class it belongs, and if it belongs to class I, whether it is one for direct recruitment or for promotion from class II.

In all vacancies of class II, direct recruitment should ordinarily be to the post on the lowest pay available in that class (Rule 11). For instance, if it is a vacancy of clerk carrying a pay of Rs. 30, seriatim promotions possible (say from Rs. 25, 20, etc.), may be made and the last clerical post in that class (in the superior service) filled up from the list for that class.

In vacancies of class I, a similar procedure should be adopted in the case of the first and second vacancies, while in the third or "Promotion" vacancy, seriatim promotions may be made in class II also, and the last post released in class II should be filled up by recruitment from the lists for class II. For instance, if it is a direct recruitment vacancy of clerk on a pay of Rs. 80, seriatim promotion arrangements may be made and the last clerical post in class I filled by recruitment from the list for that class. But, if it happens to be a "Promotion" vacancy, the promotion arrangements may be carried down to class II, and the

last clerical post in superior service available in class II filled up from the list for class II.

(4) All vacancies of any of the series of the appointments for which lists are issued, whatever their duration, even though of less than three months, should be filled up from the approved lists for that series, if it is proposed to make an appointment in any vacancy.

(5) Temporary arrangements, if any, made from 1st July 1934, pending issue of the approved lists of candidates should cease immediately after the receipt of the approved lists, and all the appointments to be made in their places should be from the approved lists.

(6) When, for any vacancy to be filled up from the "Special" list, there is no Non-Brahmin candidate available in that list, the Unit Officers should not automatically select and appoint the next Brahmin candidate from the "General" list, but should, in each such case, make a separate reference to the Central Recruitment Board for instructions.

(7) Before a candidate is actually appointed to a post, the appointing officer should duly verify the qualifications and other particulars given in his application (that is sent with the approved list), by examining his certificates and references: (Rule 20). If the qualifications or any other material particulars, given by him are found incorrect or false, the case may be reported to the Central Recruitment Board, with the candidate's explanation.

(8) For the registration and classification of vacancies in respect of the appointments to be made from the approved lists, a register should be maintained in each Unit Office in the revised form, prescribed and herewith appended as Annexure I. A separate register in this form may be kept for each kind of appointments, for which lists are issued.

(9) There will be no separate A or B statement in respect of the appointments for which lists are issued, but only a combined statement "E" (in the form prescribed and appended hereto as Annexure II), for the report of the occurrence of the vacancies and the appointment thereto. The report in this "E" statement should be sent promptly by the Unit Officer to the Central Recruitment Board. A separate "E" statement should be furnished for each of the appointments made.

(10) Every recruited candidate should, to start with, be appointed only on probation, and should, on the cessation of the temporary or acting vacancy in which he is appointed, be, as far as possible, provided in other vacancies of the same class and series occurring in the Unit, till he is finally absorbed (recruits appointed later in the same class and series of appointments being, if necessary, displaced): (Rules 22 and 25).

(11) The approved lists that are now under issue will remain in force until they are revised.

(12) In respect of all other appointments, *i.e.*, appointments other than those for which approved lists are issued, the existing mode of disposal by advertisement in the Gazette through the Central Recruitment Board will continue. Each such vacancy should, therefore, be duly registered in the Unit Office in the present prescribed register, classified as per rules and reported in the "A" statement (in the prescribed form as at present) to the Central Recruitment Board, which will then advertise it in the Gazette and forward the applications of eligible candidates to the appointing officer for disposal, and for report of the appointment in the "B" statement (in the prescribed form as at present). There will be no separate registration and classification of permanent and temporary vacancies, in respect of these appointments. For all appointments (permanent and temporary), there will be one vacancy register (in the present prescribed form) for the executive service, and one for the ministerial service.

(13) No appointment in contravention of the rules and orders should be made in anticipation of sanction under any circumstances.

By Order,

Secretary, Central Recruitment Board.

To—All the Unit Officers.

Exd.—C. K.

ANNEXURE I.

Register of vacancies in the Unit Office of.....in respect of appointments which are to be made from the approved Central Recruitment Board lists of eligible candidates.

Kind of appointments.....

Class (I or II).....

Serial Number	Date of vacancy	Designation and pay and class (I or II) of the appointment fallen vacant	Date on which the report of vacancy was received in the Unit Office	Duration of the vacancy	Whether the appointment is to be filled up by promotion or by direct recruitment. In the former case, particulars of two previous vacancies made available for direct recruitment in the same class and series together with particulars of candidates appointed there from the approved Central Recruitment Board lists	Designation and pay of the consequential appointment to be thrown open for direct recruitment	Whether the vacancy is one to be filled up from the approved Central Recruitment Board general or special list. In the former case, the particulars of the three appointments made from the approved special list, immediately prior to the occurrence of the vacancy in this series	Number and date of appointment order	Name of the candidate appointed, caste, qualifications and the serial number in the approved Central Recruitment Board list for this series	Number and date of the report of appointment in the "E" Statement to the Central Recruitment Board	Whether any objection was taken or enquiry made by the Central Recruitment Board Office in respect of appointment made in the vacancy (No. and date of communication from the Central Recruitment Board to be noted as also the result or disposal of such objection)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

ANNEXURE II.

STATEMENT "E."

Statement showing the particulars of (i) the vacancy that has occurred and (ii) the appointment made thereto from the approved Central Recruitment Board lists, in the Unit Office of.....

Kind of appointments.....

Class of appointments (I or II).....

Serial number in the concerned vacancy register for this series	Date of vacancy	Designation and pay and class (I or II) of the appointment that has fallen vacant and the name of the office in which the vacancy has occurred	Date on which the report of vacancy was received in the Unit Office	Duration of the vacancy	Whether the appointment is filled up by promotion or by direct recruitment. In the former case, particulars of two previous vacancies made available for direct recruitment in the same class and series of appointments together with particulars of candidates appointed there from the approved Central Recruitment Board lists	Designation and pay of consequential appointment made by direct recruitment from the approved Central Recruitment Board lists	Whether the vacancy is one to be filled up from the approved Central Recruitment Board general or special list. In the former case, particulars of the three appointments made from the approved special list immediately prior to the occurrence of the vacancy in this series should be noted	Number and date of the appointment order	Name of the candidate appointed, caste, qualification and the serial number in the approved Central Recruitment Board list for this series	Remarks
1	2	3	4	5	6	7	8	9	10	11

W D 1414—GPB—1,075—23-2-35